



# CLUTTER ENDS

## MICROSOFT OUTLOOK - CLUTTER

This was an attempt by Microsoft to help those who need help or some assistance in keeping their E-Mail Inbox under control. It was presented as a tool to help "you spend more time doing your job and less time wading through mail you'd rather ignore". This isn't a "JUNK" E-Mail folder but rather a LOW PRIORITY folder. It was supposed to become the location for E-Mail that you are most likely to ignore based on continual feedback on how you are interacting with your E-Mail inbox leaving the E-Mail you should be interacting with more visible to you.

Is it working to your benefit? Typically, **No**. It has turned into another folder that you have to manage and where you are using more time to clean it.

Can you turn it **OFF**? **YES!**

The "Clutter" folder can only be managed through the [Office 365 Web portal](#).

Click on the **APPLICATION** button and then **MAIL**. After your mailbox loads / refreshes right-click on the folder "**CLUTTER**" and select "**CLUTTER SETTINGS**". Uncheck both options that are presented to you. This will turn "CLUTTER" off and disables the feature but it will leave the folder in your Inbox with any existing content in it.

## NOT FAMILIAR WITH THE TEAM ?

Do you know who is on the team? Do you know who to ask about any issues affecting you?

Well, here they are!

- Erin Zelazny (Co-Chair)
- Douglas Campbell (Co-Chair)
- Derek Kohl (Advisor)
- Mike Garon (Survey)
- Sharon Lucisano (Environmental)
- Stan Novak (Engineering)
- Susan McDowell (Admin. Support)
- Todd Johnson (Architecture, MEP, Structure)

## SHEET SET MANAGER SET RIGHT!

There has been an issue with the use and management of the AutoCAD Utility: Sheet Set Manager. There have been two schools of thought of its use and practice: Those swearing by it and those swearing at it.

We recently picked up a tool to fix an issue with the tiny less than a megabyte file would balloon and become bloated into the multiple megabyte size.

An effort will be made to remake the baseline file that has been used to minimize its possible future impact where it is being used.

Curious to know more on it? You can find it in the CADD Standards Manual.

## OUTLOOK BAD HISTORY



When you go to select people to email, there is a group of names that just keep appearing. Well, that's your History and you can clean up the Extras that are out there.

It's best to do it when you stumble across them. Simply select the "X" at the far right of the name and poof! They're gone.

## THE POWER OF 8!

What are the 8 Core Competencies?

The first person to correctly send the response to Erin will get a 10 dollar gift card.

YEEE HHHAAWWW







## WELCOME TO THE TTC

What is the TTC, you ask?

Well, it is the Technical Training Committee, of course!

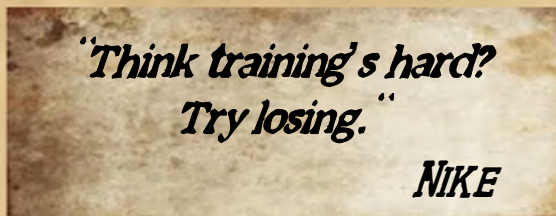
What is that? What do they do? Who are they?

Well, sit right down for we have a story to tell.

“Once upon a time.....”

### THEIR MISSION

Advance Technical Skills in each of our disciplines to raise the quality of all projects.



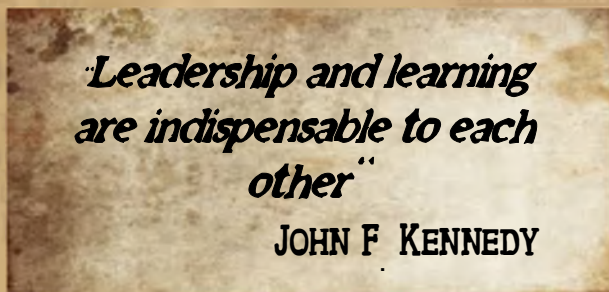
### OVERLAP

If you have not already experienced it or have seen it there happens to be a large amount of overlap between committee and efforts and this is why you will be seeing more overlap between Blast and the TTC.

Training is a large and difficult topic since we have a lot of different focuses in different disciplines using different software. (Phew!)

### THE TEAM

- CHAIR Bob Celata (Architecture)
- Jason Cadorette (Architecture)
- Doug Campbell (IT)
- Mike Fisher (Transportation)
- Mike Garon (Survey)
- Heather Halotek (Marketing)
- Kim Lesay (Environmental)
- Andy Loraw (Engineering)
- Philip Maheu (Architecture)
- Dennis Qunit (Transportation)
- Ken Yoder (Environmental)
- Erin Zelazny (Engineering)
- Al Busher (Engineering)
- Brendan Maurer (Engineering)



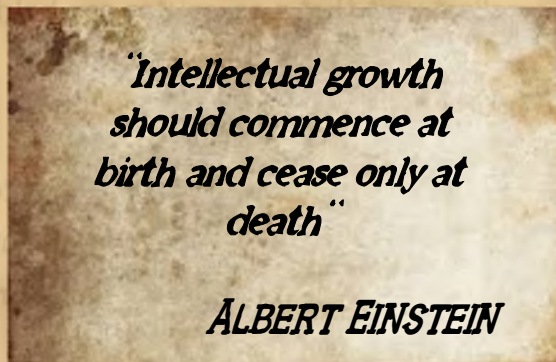




## AROUND BL AND BACK AGAIN!

There is a lot going on in BL for training. Each office, department and discipline has been working on education. Not all training is created equal but the opportunities for training keep expanding.

Please keep a look out for any internal and external training options and most importantly, communicate those needs and interests to your supervisor / director. Making you better makes BL better!



*"Intellectual growth should commence at birth and cease only at death"*

**ALBERT EINSTEIN**

### ARE YOU USING THE TTC TC?

Have you connected to the Technical Training Committee's Training Calendar? Other than the updates and tidbits being currently shared, you can access the calendar and see what is going on as well as up and coming sessions.

If you have not already, please add the TRAINING CALENDAR to outlook. You can find information on how to do that [HERE](#).

### What's AROUND THE CORNER

Many of the training topics are coming from you and it is important that you continue to coordinate with the TTC as well as complete the reviews which help us figure out and support your goals along side the companies goals.

We are looking to continue training and development through all avenues. Additional internal sessions and training options will continue throughout the year and we are also trying to include more of our remote field personnel as well. You may not be in any of the offices to participate directly but that should not exclude you from still gaining and advancing those skills that will make you better person as well as advance your professional skills.

### TRAINING

Su Mo Tu We Th Fri Sat

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30





## THEY SAID - WHAT???

**GOLD  
NUGGET  
TIP**



Did you know that in any Microsoft Office application that you can **DOUBLE-CLICK** the Format Painter tool to keep it active?

Gold Mine!!!!

*"Anyone who has never made a mistake has never tried anything new"*

**ALBERT EINSTEIN**

### STUCK ON PAGE

Have you ever browsed the internet only to find that the last page you are on is somehow **STUCK** where the **BACK BUTTON** does not work and seems to be taunting you.

Did you know that you can **RIGHT-CLICK** on the button to **JUMP** back beyond the page that is holding you hostage?

Fist BUMP!

**GOLD  
NUGGET  
TIP**



*"I have not failed. I've just found 10,000 ways that won't work."*

**THOMAS ALVA EDISON**

### MEGABIT VS MEGABYTE

Same thing! (Right???)

**NO.** Absolutely not and the math hurts.

A Megabit (Mb) is not equal to a Megabyte (MB) just as Megabits per second (Mbps) is not the same as Megabytes per second (MBPS).

What's the difference? A factor of 8!

The smallest unit that a computer can hold is 8 Megabits. To a computer the letter "R" looks like "01010010" (8 bits) long.

So, what do you have at home? Is it safe to assume that a download speed of 1 Megabit per second (1 Mbps) will allow you to download a 1 Megabyte file in one second.?

No.

A Megabit is 1/8 as big as a Megabyte, meaning that to download a 1MB file in 1 second you would need a connection of 8Mbps.

The **MEGABIT** is widely used when referring to data transfer rates of computer networks or telecommunications systems.

Where as a **MEGABYTE** is used for storage devices.





## BLAH BLAH BLAH!

### HELP!

What is the code word for all offices that may be broadcast if a coworker needs help?



The first person to correctly send the response to Erin will get a 10 dollar gift card. YEEE HHHAWWW

### CHANGING OF THE GUARD

Todd Johnson will now be representing the Architectural Group (Architecture, MEP, Structure) as your BLAST representative as well as heading up the Architectural group and working towards advancing those teams into the practice and use of Revit.

Welcome to the TEAM!

### PIN IT!

Tired of continually browsing to the same files? Trouble remembering where that darn file was?

PIN IT!

Look for the PUSH PIN graphic and pin the file! NICE!!!!

GOLD  
NUGGET  
TIP



### IN A SNAP

There always is a need to transfer information between applications. One existing practice is to bring PDF images into presentations and use in other formats.

You can continue that practice with Bluebeam using the SNAPSHOT tool. Basically, this will allow you to capture any information as an image for use. The settings associated with the SNAPSHOT tool may need tweaking so that issues of quality and size are best understood.

How do you do this piece of application wizardry you ask? Well just follow these steps!

1. Open the PDF in Bluebeam
2. Select "Snapshot" from the EDIT menu
3. Either PICK & DRAG for a rectangle

OR

PICK -PICK -PICK for a polygon the information you want to capture. This will be automatically put to your clipboard to be pasted anywhere else for use!



# BL BLAST QUARTERLY



BL COMPANIES INC. EMPLOYEE OWNED. CLIENT DRIVEN

BL Applications & Software Team

Newsletter No. 7

0¢ May 2016

## WHERE DO YOU HANG YOUR HAT?

MERIDEN, CT  
 HARTFORD, CT  
 BRIDGEPORT, CT  
 NEW YORK, NY  
 KING OF PRUSSIA, PA  
 CAMP HILL, PA  
 PITTSBURGH, PA  
 BALTIMORE, MD  
 NORWOOD, MA  
 CANTON, OH  
 PISCATAWAY, NJ  
 HOUSTON, TX



*"The only way to discover the limits of the possible is to go beyond them into the impossible."*

ARTHUR C. CLARKE



### BLAST THANKS YOU!

Our continued goal is in working to increase the utilization, efficiency and productivity of BL Applications and Software, while promoting training and adherence to standards.